

VIRGINIA FIRE SERVICES BOARD

February 21, 2014

A regular meeting of the Virginia Fire Services Board was held at the Virginia Beach Convention Center at 9:00 am. Mr. Richard E. Burch Jr. served as Chair.

BOARD MEMBERS PRESENT

Richard E. Burch Jr. – Chair – Virginia Fire Services Council

Charles 'Ed' Altizer – Virginia State Fire Marshal

Robert Miner – Virginia Chapter of the International Association of Arson Investigators

Bill Kyger – Association of Counties

Jeff Bailey - VA Chapter of the International Society of Fire Service Instructors

Walter Bailey – Virginia State Firefighter's Association

Mark Osborn – Industry (SARA Title III & OSHA) Representative

James "Robby" Dawson – Fire Prevention Association

Edwin Smith – Virginia Fire Chiefs Association

Dawn E. Brown – Insurance Industry

John Ainslie – Virginia Board of Housing & Community Development

Thomas Moffett – Virginia Professional Firefighters Association

BOARD MEMBERS ABSENT

James 'Randy' Wheeler – Vice-Chair – Virginia Municipal League

Vacant – General Public

Vacant – Virginia State Forester

AGENCY MEMBERS PRESENT

Billy Shelton

Brook Pittinger

Christine Lopilato

Russell Chandler

Steve Grainer

Mohamed Abbamin

David Jolly

Tom Phalen

Andrew Brodie

Don Brown

Don Hansen

Tim Hansbrough

John Fughman

Melvin Byrne

Tim Estes

GUESTS PRESENT

Nathan Herlocker

Jason Ferguson

Bill Webb

Mike Moles

Mike Schlemmer

Ron Hargrave

David Hoback

Greg Britt

Charlie Singleton

Richard Harris

Larry Gwaltney

Lindy Harper

Garrey Curry

Steve Cover

Andy Nazak

Chris Shaver

Mike Brady

Joe Morris

TJ McAndrews

Jeff Flippo

Gerald Pruden

David Layman
Pat Dent
John Prillan
R. Michael Mohler
Tony McDowell
Chris Eudailey
John Miller

Joh Hanson
Paul Ellis
Travis Caricofe
Bonnie Flippo
Jerry Davis
Brett Williams
John Galganski

John Harkness
Larry Logan
Frank Fowle
Michael Berg
Gary Critzer
Jay Cullinan

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN THE AGENDA

Public Comments

Consent Agenda

- A. Approval Of The Minutes Of The Previous Meeting
 - i. Fire Education and Training Committee
 - ii. Fire Prevention and Control Committee
 - iii. Administration Policy and Finance Committee
 - iv. Full Board

Report from the VDFP Executive Director

Report from the VDFP Director of Administration

Fire Education and Training Committee Business

- A. Report From The VDFP Branch Chief of Training and Operations
- B. Unfinished Business
 - a. Training and Education Committee's Update/Discussion
- C. New Business

Fire Prevention and Control Committee Business

- A. Report From The VDFP Branch Chief of Training and Technical Services
- B. Report from The Department of Forestry
- C. Report from The State Fire Marshal
- D. Report From The Codes and Standards Subcommittee
- E. Unfinished Business
- F. New Business
 - a. VFIRS Hardware Grant Policy Revision

Administration, Policy and Finance Committee Business

- A. Report from the VDFP Director of Finance
- B. Report From The Burn Building Subcommittee
- C. Unfinished Business
 - i. Vote to release Shenandoah County Fire and EMS Study Report
 - ii. Vote to release Botetourt County Fire and EMS Study Report
 - iii. Vote to release Orange County Fire and EMS Study Report

- D. New Business
 - i. Town of Pulaski Grant Application

Comments from the Chairman, VFSB

Full Board Business

- A. Unfinished Business
- B. New Business

PUBLIC COMMENTS

Chairman Richard Burch thanked the board members and attendees for their commitment to public safety.

CONSENT AGENDA

Topic: Consent Agenda

Motion: To approve the Consent Agenda with additions.

Discussion: There was a change to the agenda, content from 11 – C regarding voting on the release of the fire and EMS studies were moved to 8-A.

Vote: Unanimous

Action: Motion Carries

REPORT FROM THE VDFP EXECUTIVE DIRECTOR

Billy Shelton provided the following report:

- FY 13 ATL is 98.2% disbursed with 19 jurisdictions pending
- FY 14 ATL is 67.2% disbursed with 102 jurisdictions pending
- Preliminary 2013 fire stats (2-12-14)
 - 1. Fires: 21.7K / 3.0%
 - 2. Rescue Calls: 515.7K / 70.1%
 - 3. All others: 198K / 26.9%
 - 4. Fire Deaths: 65
 - 5. Fire related Injuries: 916
 - 6. Total Fire dollar loss: \$226.5 million
- New Secretary of Public Safety is Brian Moran
 - 1. Deputy Secretary Tonya Vincent is our liaison
- Congratulations on completing three (3) Fire & EMS Studies
- Provided each VFSB member a copy of the new Talking Points
- State Fire Marshal's Office may assume full responsibility for the "Fire Safe Cigarette" Program in Virginia with VGA approval.

REPORT FROM THE VDFP DIRECTOR OF ADMINISTRATION

Brook Pittinger provided the following report:

- **Governor's Fire Services Awards:** The winners of the 2013 Governor's Fire Services Awards will be handed out at the opening ceremony for the 2014 Virginia Fire Chief's Associations annual fire & rescue conference in Virginia Beach.
 - **Gov. Award for Excellence in VA Fire Service**
 - R. Chris Eudailey – Spotsylvania Dept. of Fire, Rescue and Emergency Management (retired)
 - **Gov. Award for Excellence in VA Public Fire and Life Safety Education**
 - Renee Stilwell – Fairfax County Fire & Rescue Department
 - **Gov. Award for Excellence in VA Fire Service Management**
 - Dustin Campbell – Roanoke County
 - **Gov. Award for Excellence in VA Fire Service Training**
 - John Miller, Virginia Department of Forestry
 - **Gov. Award for Excellence in VA Fire Service Support – Private Sector**
 - Philip Rosenthal – Nationwide Credit Corporation – Fairfax, VA
 - **Gov. Award for Outstanding Fire Dept. Response**
 - Roanoke Fire-EMS Swift Water Rescue Team – Roanoke, VA
 - **Gov. Civilian Life Saving Award**
 - Hassibullah Wais – Fairfax, VA
 - **Gov. Award for Excellence in VA Fire Prevention**
 - Captain George Hollingsworth/Fairfax County Fire Marshal – Fairfax, VA
- **2014 Fallen Firefighters Memorial Service:** The 2014 Fallen Firefighters Memorial Service will be on Saturday, June 7, 2014 beginning at 12 noon. The ceremony will be held at the Richmond International Raceway in the Main Exhibition Hall. There will be four firefighters honored this year.
 - **Joe Perkins** – City of Danville (Date of Death: 2/11/13)
 - **Frederick Broyles** – City of Newport News (Date of Death: 6/24/13)
 - **Claire Ducker** – Fairfax County (Date of Death: 7/30/2012)
 - **Joshua Smith** – LaCrosse Volunteer Fire Dept (Date of Death: 12/14/13)
- **2014 Virginia General Assembly Update:** The Agency had two bills this year, SB494 (Marsh) and HB785 (Cole). These two bills are seeking to transfer the administrative management of the RCIP program (aka fire safe cigarettes) from the VA Dept of Agriculture to the Dept of Fire Programs, under the SFMO management.
- **Fire & EMS Studies Update:** The below three studies are on the agenda to be release by the Board during the February 21, 2014 meeting.
 - **Shenandoah County** – A request for a study has been received by the County [June 27, 2013]. The county is requesting a review of its combination system so that recommendations on efficiencies and improvements can be made to help enhance service delivery.
 - **Botetourt County** - A request for a study has been received by the County [August 2, 2013]. The county has requested a review of its overall organizational

structure; training delivery; and policies review so that recommendations on efficiencies and improvements can be made to help enhance service delivery. The study site visit has taken place on January 8-10, 2014.

- **Orange County** – A request for a study has been received by the County. The county is requesting a review of their organizational structure and a reexamination of practices implemented after their original Fire & EMS study that occurred six years ago. The study site visit has taken place on January 15-17, 2014.
- **Virginia Fire Incident Reporting System Update:** Per the Board's request, a comparison of 2012 to 2013 VFIRS data is provided below.

Incident Type	2012 Reporting as of 2/11/2013		2013 Reporting as of 2/11/2014	
	Total	Percent	Total	Percent
Fires	24,801	3.4%	21,688	3.0%
Rescue and EMS	498,327	68.4%	515,740	70.1%
Other Calls	205,099	28.2%	198,060	26.9%
Total Incidents	728,227	100.0%	735,488	100.0%
Aid Given (Mutual or Automatic)	43,451		40,369	
Fire Exposures	355		336	
Grand Total	772,033		776,193	
Dollar Loss	Total		Total	
Total Fire Dollar Loss	\$366,539,642		\$226,591,797	
Casualties	Total		Total	
Civilian Fire Injuries	418		397	
Civilian Fire Deaths	52		65	
Fire Service Injuries	659		519	
Fire Service Deaths	3		0	

Topic: Fire and EMS Studies

Motion: N/A

Discussion: Chairman Burch indicated that the board should consider in the future modification of how the fire and EMS studies are conducted.

Bill Kyger stated the organization he represents (Association of Counties) feels the fire and EMS studies are of benefit to localities across Virginia. He added that there are localities who have implemented the studies' recommendations. Bill Kyger concluded that essentially the studies enable local government in providing the highest quality and affordable service to their constituents.

Both Edwin Smith and Walter Bailey suggested for the entire study team to attend during the fire and EMS studies' presentation with the Board of Supervisors. They have also added that a follow-up meeting should occur with the county administrators and emergency management officials. Mr. Smith and Mr. Bailey concluded such pursuit will allow localities to ask additional questions about the recommendations provided.

Topic: Vote to release Shenandoah County Fire & EMS Study Report

Motion: To approve the Shenandoah County Fire and EMS Study as presented and to allow staff to make any changes with the scope of the draft.

Discussion: The Study Committee has completed drafting the report. Shenandoah County has completed the technical content review. The finalized draft will be sent to Shenandoah County and a presentation will be scheduled. The final copy of the study will be posted on VDFP website under Fire and EMS Studies.

Vote: Unanimous

Action: Motion Carries

Topic: Vote to release Botetourt County Fire & EMS Study Report

Motion: To approve the Botetourt County Fire and EMS Study as presented and to allow staff to make any changes with the scope of the draft.

Discussion: The Study Committee has completed drafting the report. Botetourt County has completed the technical content review. The finalized draft will be sent to Botetourt County and a presentation will be scheduled. The final copy of the study will be posted on VDFP website under Fire and EMS Studies.

Vote: Unanimous

Action: Motion Carries

Topic: Vote to release Orange County Fire & EMS Study Report

Motion: To approve the Orange County Fire and EMS Study with recommended additions and to further allow staff to make any changes with the scope of the draft.

Discussion: The Study Committee has completed drafting the report. Orange County has completed the technical content review. Mr. Bill Kyger requested to amend the study with the following statement "strategic purchase and placement of fire and EMS vehicles be accomplished through the collaborations of the county administration, county fire chief and the Fire and Rescue Association." The finalized draft will be sent to

Orange County and a presentation will be scheduled. The final copy of the study will be posted on VDFP website under Fire and EMS Studies.

Vote: Unanimous

Action: Motion Carries

**FIRE EDUCATION AND TRAINING COMMITTEE BUSINESS
REPORT FROM THE VDFP BRANCH CHIEF OF TRAINING AND OPERATIONS**

Russ Chandler provided the following report:

- **Quality Assurance and Curriculum Division update:** The Quality Assurance Division has been working closely with the VFSB, Training and Education Committee to address concerns brought forward by key stakeholders within the localities. We are currently getting ready to pilot the updated L.P. Gas program. Hopefully, we can finalize the program over the next sixty days. The agency is working on the plan to update the current instructors for the rollout of the updated Firefighter programs. This plan will first address the current classes and then be open to others as the need is identified.
- **NIMS (National Incident Management Systems) Program Division update:** Since the last report to the VFSB in November, the following courses have been conducted through the Incident Management System (IMS) Division: ICS-300 (4); and ICS-400 (1); EMS Functions In the ICS (EMSFICS) (1); Command & General Staff Functions in the Local IMT (CGSFLIMT) (2). The division also supported the delivery of O-305-AHIMT (All Hazards Incident Management Team) Course conducted by a private contractor for the National Capital Region. The CGSFLIMT course scheduled for Hampton was cancelled due to insufficient enrollment. Additionally one ICS-400 and one ICS-300 course have been postponed due to inclement weather.
 - An ICS-300 class is scheduled for January 24-26 subject to weather conditions. If postponed, it will be rescheduled as soon as possible. The IMS Program office is continuing scheduling of ICS and supporting training programs on a regional basis. Scheduling includes conducting two (2) ICS-300, and one ICS-400 course in each VDFP Division. Courses scheduled are now posted on the VDFP website. Four (4) CGSFLIMT programs are planned around the state. In addition to completion of the CGSFLIMT in Winchester and Charlottesville, delivery of a CGSFLIMT will be planned either for the southwest (Pulaski/Roanoke) area or north central (Fredericksburg) area based on expressed interest from departments and localities in those regions. If funds can be identified, both areas may be offered the course.
 - The IMS Programs Chief is currently working closely with VDOF to determine the feasibility of both agencies coordinating with staff from the Montana Department of Natural Resources & Conservation to contract for delivery a NWCG (National Wildland Coordinating Group) S-420 program in calendar year 2014. Most likely, the program will be conducted in the August to October time

frame. The course focuses on a combination of individual skills and team performance. It is oriented toward team organizations.

- The IMS Division will make every effort to support local need for ICS training. Generally, course requests should be made with the understanding that funded courses must be open for general registrations to any interested students. Host localities for classes are generally accorded a negotiated minimum number of seats. Any locality or region seeking specific NIMS, ICS, or related training should contact the IMS Program office not less than 60 days prior to requested dates.
- **Airport Rescue Fire Fighting (ARFF) Division update:** The ARFF Program completed its fall training cycle for Fiscal Year 2014. The program conducted 7 aircraft live fire training classes with 275 students and 3 ARFF certification classes with 28 students. Additionally, the program supported a Federal Aviation Administration mandated Airport Emergency Drill at Reagan National Airport and a Nuclear Regulatory Commission required Airborne Threat Response at the Babcock and Wilcox Nuclear Operations Facility in Lynchburg. The ARFF program conducted its annual business meeting in January and established the spring and fall training schedule for 2014. The ARFF Division will be offering one ARFF certification class, five aircraft live fire training classes and two General Aviation classes. The ARFF Program will also be supporting a Federal Aviation Administration mandated Airport Emergency Drill at Newport News/Williamsburg International Airport, as well as Airport Emergency Drills at Stafford Regional Airport and Mt. Empire Airport.
- **Technical Rescue Division update:** The Technical Rescue Division has geared up for the 2014 spring teaching cycle. They will be delivering a total of 45 funded or reimbursable courses (113 days) over the next 21 weeks (147 days). The Division has also been in the process of reviewing and revising the current course curriculums to ensure that all of our programs still meet and or exceed the requirements set forth in NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2013 edition. The work groups will also review the logistical needs of the programs and put a list together to better serve those agencies that request courses to ensure that the proper logistics are available. The developments of the Water Rescue Programs are complete. Plans are being made to run a train the trainers for the adjuncts once the weather warms up for anticipated delivery to the students during the Fall 2014 teaching cycle.

UNFINISHED BUSINESS

Topic: Training and Education Committee Out-Briefing

Motion: Below are the motions submitted by the VFSB:

- To modify the pre-requisite for Train-the-Trainer to reflect as follows; For an instructor that currently possesses a TtT certification, the pre-test requirement to complete the instructor TtT update, is no longer required. For those instructors that do not possess a TtT certification, a pre-test will be required in order to be eligible to enroll in the TtT course.

- VDFP will conduct instructor updates at the Fire/Rescue Conference in February, Firefighter's Conference in August and at the Southwest Association in June of each year.
- VDFP will offer the opportunity for local jurisdictions to request Train-the-Trainer classes throughout the year. Attendance requirement will be required and funding could be the responsibility of the local jurisdictions.

Discussion: Jeff Bailey, VFSB, and David Jolly, VDFP, spoke on the outcome of the training and education committee meetings from December 9, 2013 and January 24, 2014.

The following out-briefing was provided by Chief David Jolly:

Pro Board Reciprocity: The issue presented related to accreditation and certification reciprocity in Virginia. Stakeholders have expressed that the current five-year requirement from the date of submission is keeping good members from being able to actively participate in their organization. To resolve the matter, VDFP will revise the policy to allow for local fire departments to submit request on agency letterhead, signed by the Fire Chief to accept the certification provided the certificate has either a Pro-Board of IFSAC seal. VDFP will enter certificate into the FSTRS system with the note that the local department accepted certificate.

Mike Mohler brought up the issue of liability for accepting reciprocity and further suggested sharing the liability with local government. Mr. Mohler insisted on having documentation from the attorney general's office to allow reciprocity with an emphasis on the liability of the issues that might arise. Chief Burch suggested having the changes of the VDFP Reciprocity Policy be reviewed by the attorney general's office.

Pre-requisite for Train the Trainer: Concern was raised on instructors having to take a pre-test in order to take the course update. Solution is to revise the policy to use other methods to evaluate the current instructors across all programs in the agency. VDFP will do as follows:

- For an instructor that currently possesses a TtT certification, the pre-test requirement to complete the instructor TtT update, is no longer required.
- For those instructors that do not possess a TtT certification, a pre-test will be required in order to be eligible to enroll in the TtT course.

Curriculum Development: Fire service leaders desire to provide input into the curriculum development process. The solution presented is as follows: VDFP will continue to convene SMEs to develop the programs delivered by the agency. The meeting location and dates will be posted on VDFP's website for those that would like to

attend. Finalized programs will be provided to the VFSB for review and recommendations.

Chief Hoback, Roanoke City, spoke on the issue; he indicated that he applauds the pursuit. However, he stated that publishing the information on VDFP's website does not guarantee attendance. Chief Hoback indicated that one of the major concerns among the fire services community is the lack of information or the current communication system in place. He emphasized that the stakeholders come to committee meetings such as this as an audience with limited participation. Therefore, he suggested modifying the Training and Education Committee to include a "standing committee" or "subcommittee."

Chief Burch stated that the full board would have to amend their rules and procedure to create the standing Training & Education subcommittee, if they choose to adopt this recommendation.

Mechanism in place to receive instructor update: Stakeholders indicate that they are not able to train up their instructors with only two Instructor Symposium conducted each year. They also indicated it is expensive to send personnel across the state to attend. VDFP will offer the opportunity for local jurisdictions to request Train-the-Trainer classes throughout the year. Attendance requirement will be required and funding could be the responsibility of the local jurisdictions.

Pre-registration for all programs: Concern was that students attending programs and not meeting the prerequisites for the course, which then does not allow them to get credit for the program. VDFP's solution is as follows: as of July 2014 – all programs with pre-requisite requirements conducted by VDFP will require student pre-registration to validate students meet the requirement to attend.

Walter Bailey indicated that he does not support this process. As a rural chief, he cannot turn down students who come to class unexpected. Mr. Bailey believes although he understands the pre-registration for validation of pre-requisites process, it nevertheless inconveniences rural localities.

Tim Hansbrough, VDFP, emphasized that he cannot take out the attendance requirement for his training program. He further cited that it would be an issue of liability to allow an individual with no rope background to attend an advanced course. Therefore, pre-registration ensures that an individual attending a technical rescue course has completed the pre-requisite trainings required.

Means of Communication: Stakeholders expressed that they are not receiving sufficient communication from VDFP. VDFP will educate stakeholders about the many ways the agency is communicating information out. These include, but are not limited to, Facebook, division email list and the agency listserv.

In regards to the Virginia Training Officers Group, recommendation will be made to VFIS to activate their meetings throughout the commonwealth to assist with updating instructors and fire service leaders.

Attendance Policy (10%): The concern on this topic was the amount (number of classes) an individual can miss. Proposed solution is as follows: attendance policy to allow students to miss up to 15% of the required classroom training and to require the student to attend 100% of the practical skills training. A student may make up coursework that falls below the required attendance policy given the student makes up the missed training in an equivalent manner. A student must successfully complete all make up hours prior to eligibility for the final testing. The issue will be forwarded to the Training and Education Committee for further discussion.

Hazmat Operations program and VDEM: VDEM has provided a written response to the VFSB. Ron Hargrave, VDEM, stated the agency has been working on the failure rate since 2004. Chief Dave Jolly advised that efforts are being made in regards to analytical research. The agency is also creating test bank questions that correlate with the current curriculum.

Ron Hargrave provided background on the issue. He indicated that in 2004, VDFP switched from using the test developed for the then-current hazmat course to test generated from a third party test question bank evaluated against several publisher's written work. The switching to this third party test database coincided with the adoption of new policies by both VFSB and VDFP due to the accreditation offered by the Pro Broad. Essentially both VDFP and VDEM have concurred that the test mechanism employed by VDFP to complete the program was misaligned to the text. A recommendation was made to adopt a third-party text since the students could not complete the course successfully using the current course curriculum. The issue will be forwarded to the Training and Education Committee for further discussion.

VDFP Class on Training and Certification: The 2 (plus) hour course is intended to provide background on VDFP's process for training and certification. Chief Jolly indicated he can have a presentation on the topic delivered at the August 2014 conference/board meeting. Additionally, VFSB members made a decision to schedule the updates session on Thursday, June 5, 2014 at VDFP headquarters (originally scheduled for April 15, 2014 at Henrico Training Facility). The PowerPoint presentation will be sent by Chief Dave Jolly. Notifications will also be provided in advance.

2013 FFI and FFII Program (pilot classes): Chief Dave Jolly stated that between January to June 2014, there will be changes to the program. The program is being evaluated internally (VDFP). Below are the changes:

- Firefighter I – hours will change from 144hrs to 160hr

- Firefighter II hours will change from 54hrs to 57hrs

Chief Jolly indicated that the hours have changed due modifications done to the NFPA standards.

Vote: Unanimous

Action: Motion Carries

NEW BUSINESS

Topic: Remarks from Virginia Secretary of Public Safety, Brian Moran.

Motion: N/A

Discussion: VDFP Executive Director, Billy Shelton introduced Secretary of Public Safety, Brian Moran. Secretary Moran thanked the VFSB for their service. Secretary Moran introduced Deputy Secretary of Public Safety, Tonya Vincent and Deputy Secretary of Veterans Affairs and Homeland Security, Adam Thiel. Secretary Moran spoke on HB-730 (Public Safety & Homeland Security, & Veterans and Defense Secretaries of; transfer of powers).

He added that the legislation renames the Secretary of Public Safety as the Secretary of Public Safety and Homeland Security and reassigns duties currently assigned to Secretary of Veterans Affairs and Homeland Security relating to homeland security. The bill further renames the Secretary of Veterans Affairs and Homeland Security as the Secretary of Veterans Affairs. Lastly, Secretary Moran indicated that Deputy Thiel's role currently falls under homeland security but will soon be incorporated into public safety.

Vote: N/A

Action: N/A

REPORT FROM THE VDFP BRANCH CHIEF OF TRAINING AND TECHNICAL SERVICES

Don Hansen provided the following report:

- **Fire Inspector 1031:** The Fire Inspector 1031 program conducted two courses this quarter in Winchester and Fairfax, Va. There were a total of 32 students. These two courses serviced students from Alexandria, Fairfax County, Fauquier, Stafford, Winchester, Prince William, Loudoun County and Washington DC.
- **Fire investigator 1033:** The Fire Investigator course for this quarter was hosted in Richmond, VA. The course served 10 students from Chesterfield, Henrico, Newport News, Portsmouth, and Virginia State Police.

- **Study:** The Virginia Fire Marshal Academy (VFMA) received an EOD robot from the LESO program via the military surplus at no charge. The unit has the capability of being used for hazardous materials identification, explosives and searches for evidence.
- **Recertification:** VFMA is conducting a Fire Investigator and Fire Inspector course in the Tidewater area, in February and March. The two programs will be offered in the Newport News and Virginia Beach facilities beginning February 24, 2014. In addition, the VFMA is conducting 2 recertification classes at the Virginia State Fire Chief's Conference. To conclude the spring events, the VFMA Law Enforcement course will begin in April at Ft. AP Hill for additional information and enrollment criteria contact the VFMA Office in Glen Allen.

REPORT FROM THE DEPARTMENT OF FORESTRY

John Miller provided the following report:

- **State Forester:** Carl Garrison was not reappointed under the McAuliffe administration. Rob Farrell, Deputy State Forest, is our current acting State Forester. The Secretary of Agriculture and Forestry are currently in a search for a new State Forester.
- **Dry Hydrant program:** FY 2014 is underway and for this year we have 33 new installations and 10 repairs on the books. We continue to have some communication with ISO in regards to their effort to give credit for Virginia's dry hydrant program.
- **SouthWRAP – Southern Wildfire Risk Assessment Portal:** VDOF is participating in a joint effort amongst the 13 states that make up the USFS Southern region in which we are going to uniformly assess the levels of wildfire risk throughout the South. The project expands an earlier effort which is known as the Southern Wildfire Risk Assessment. SouthWRAP takes the information of that earlier project, updates a significant portion of the background data and provides an internet portal to improve the overall distribution of the information. The SouthWRAP portal will be publicly available and should provide information that will be of benefit on a state or local basis for planning needs. There will be a lot more information on this effort as the project unfolds later this summer.
- **2014 Statewide Fire Academy:** VDOF will host Virginia's 13th annual statewide wildfire training academy at Longwood University on May 28 – 31, 2014. This year's academy will offer eight courses covering wildfire suppression and emergency response. The public registration for the academy will be open the week of March 3 and will be promoted through multiple channels.

REPORT FROM THE STATE FIRE MARSHAL'S OFFICE

State Fire Marshal Ed Altizer provided the following report:

The following are selected items from the SFMO weekly reports since the November 15th, 2013 Fire Board Meeting and include only significant items as highlighted to the Secretary of Public Safety. All weekly reports are available, if requested.

- **Reduced Cigarette Ignition Propensity (RCIP):** Senate Bill 494 and House Bill 785 relating to the Reduced Cigarette Ignition Propensity (RCIP) would transfer the administration of the RCIP program from the Commissioner of Agriculture and Consumer Services to the Executive Director of the Department of Fire Programs.
 - Commonly referred to as the Fire Safe Cigarette Program, the RCIP program, enacted in 2008, required the manufacture, sale, or offer for sale of cigarettes in Virginia to meet a national safety standard designed to reduce fires and fire fatalities from discarded cigarettes.
 - VDACS administers the current program and the State Fire Marshal's Office conducts inspections of retail facilities in accordance with the current code. These are identical agency bills supported by the Administration and would seek to make the administration of the program more efficient.
- **University of Mary Washington (UMW):** University staff has advised the SFMO that Wiley and Wilson, an A&E consulting firm, recently provided a report to the City of Fredericksburg on major deficiencies in the water supply system for fire protection systems at UMW. SFMO staff is working with UMW to determine the extent of the problem and the corrective action necessary, if any. The problem appears to be the flow but not pressure. It however does not affect several buildings on the campus including several with fire pumps. If the problem is fire flow to the campus, that would include minimum flows for hydrants but could still supply sufficient flow for individual building systems. SFMO staff has reviewed past inspection reports for campus fire suppression systems and have found no problems to date but will continue to monitor the situation.
- **State Technical Review Board (TRB):** SFMO staff attended the State Technical Review Board (TRB) January 24th meeting to observe a significant appeal case involving a Roanoke City restaurant that was found to be operating as a nightclub. Decisions on what may be a nightclub would impact local fire marshal's as well as the SFMO's ability to properly regulate nightclubs and the associated hazards. A new Certificate of Occupancy (CO) was applied for by the owner to create separate smoking and non-smoking areas. The city denied the application due to the absence of sprinkler systems based on the occupant load threshold of 100 persons for a nightclub versus 300 persons in a restaurant. The owner felt the business should be "grandfathered" based on its longtime existence as a restaurant. The concern was with the position the TRB would take on the definition of a nightclub. The TRB did uphold the decision of the local appeals board and the local officials.
- **Direct Interface Remote Live Fingerprint Scans:** In an effort to reduce costs and provided more efficient customer service, the SFMO has worked with the Virginia State Police and VDFP IT and Fiscal staff to procure the necessary equipment for the direct interface of remote live fingerprint scans capability between VDFP and VSP. The equipment will allow the SFMO to process fingerprints for criminal history checks, process applications and issue credentials for certification as Blasters and Pyrotechnicians within approximately one week as opposed to the 45 days it now takes. The time difference is largely because of the current paper system and mailing time between VDFP and VSP for processing paper fingerprint cards.

- **Statewide Fire Prevention Code (SFPC):** VDFP and the SFMO have an ongoing effort to encourage localities that have not adopted enforcement provisions of the Statewide Fire Prevention Code (SFPC) to do so. The Town of Chilhowie has adopted enforcement of the Statewide Fire Prevention Code. SFMO staff has worked with them for the past several months to aide in their effort. Chilhowie already has staff certified under 1031 (Fire Inspector). SFMO staff also met with members of the Wythe County Board of Supervisors on February 5th to discuss the possibility of Wythe County adopting enforcement of the Statewide Fire Prevention Code.
 - The SFM discussed the results and impacts of the recent Statewide Fire Code change cycle in Virginia with the Northern Virginia Council of Governments Fire Prevention Committee on January 16th in Loudoun County.
- **VFSB & BHCD Meeting:** The Virginia Fire Services Board (VFSB) and Board of Housing and Community Development (BHCD) Statewide Fire Prevention Code (SFPC) Development Committee met on December 16th at the Virginia Housing Center on Cox Road in Glen Allen to review additional proposed changes to the 2009 SFPC that were being considered for the proposed 2012 SFPC now under development. The VFSB cooperatively develops the SFPC with the BHCD in accordance with §27-97 of the *Code of Virginia*.
 - Included on this agenda was the adoption of some of the proposed SFMO fees but also rejection of other fees by the BHCD including denial proposed fees for inspections of hotels/motels and bed and breakfast facilities. Although the VFSB was successful in many of its proposed changes and efforts in support of other critical safety changes, there were several other proposal that were not successful including the SFMO fees noted above, alternate protection for research laboratories, sprinkler protection for small apartments in specific areas of the state and sprinkler protection for smaller schools.
 - Also, over the objection of the VFSB, the BHCD voted to allow a 100% increase in storage of permissible fireworks in mercantile and storage occupancies that are protected with sprinklers. The proposal by DHCD Staff was in opposition to the VFSB proposal to conform to national standards. DHCD Staff offered no technical justification for the change and provided misleading and erroneous comments in their justification. Both NFPA and ICC Model codes removed this allowance after much testimony at the national level indicated the severe hazard associated with the 100% increase. The SFM as well as other VFSB members testified to the hazard as well as discussed the justification that was used in the national codes to deny the increase. The proposed 2012 SFPC was formerly adopted by the BHCD on December 16th. The VFSB will have an opportunity to officially challenge a few of the failed proposals after publication of the proposed regulations in the Virginia Registrar of Regulations at a date to be determined.
- **DCJS and VCU Meeting:** SFMO staff met with DCJS and VCU staff on December 12th in Glen Allen regarding development of *The Virginia Educator's Guide for Planning and Conducting School Emergency Drills*. DCJS is the lead agency on the project and is working with the Virginia Department of Education. VCU is contracted to develop the document. SFMO was asked to review a draft of the document and provided several

comments including concerns over lockdown instructions and other issues regarding emergency planning and drills required by the COV and the SFPC. The meeting was set up to go over SFMO comments and concerns. The document was revised based on our discussions. The SFMO will also provide other assistance as requested.

- **Crowd Management Work Group:** The SFMO hosted a Crowd Management work group meeting Wednesday, November 20th in Glen Allen. Representatives from universities- colleges and Fire Marshals discussed possible code changes including training requirements and training programs. A web page will be developed with recommendations for training for Virginia Crowd Managers.

Type of Inspection	Total Number
Life Safety Code Inspections	496
Regular Fire Prevention Inspections	3874
State Construction Inspections	887
Fire Prevention Complaint Inspections	135
Life Safety Code Reports Processed at Headquarters	1129
Operational Permits	53
Permits to Store/Sell Explosives	84
Permits to Use Explosives	35
Permits to Manufacture Explosives	1
Blaster Certificates Issued	25
***Total Complete CIKA Inspections to date in FY 2014 (complete buildings)	53

REPORT FROM THE CODES AND STANDARDS SUBCOMMITTEE

Mr. Robby Dawson indicated that there were no meetings held in January 2014. Robby Dawson suggested appointing George Hollingsworth for chair of code and standards subcommittee. Chairman Burch approved the appointment.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

No New Business

ADMINISTRATION, POLICY AND FINANCE COMMITTEE BUSINESS

REPORT FROM THE VDFP DIRECTOR OF FINANCE

Christine Lopilato provided the following report:

Committee on Fire Education & Training

- Nothing to report.

Committee on Fire Prevention & Control

- VFIRS Hardware Technology Grant Program
 - 1) Proposed Grant Policy Revision – **Enclosure 1**

Committee on Administration, Policy & Finance

Budget Report

- FY2014 Financial Reporting
 - 2) Statement of Cash – Interest Account as of December 31, 2013 - **Enclosure 2**
 - 3) Burn Buildings Cash Obligations and Availability as of December 31, 2013 - **Enclosure 3**
 - 4) FY2014 Burn Buildings Spending Plan - **Enclosure 4**

Grants & Local Aid Report

- Aid to Localities (ATL) Entitlement Program
 - 1) FY13 ATL Report - **Enclosure 5**
 - 2) FY14 ATL Report - **Enclosure 6**
- Burn Building Grant Program
 - 3) Burn Building Summary Report **Enclosure 7**

Topic: Proposed Grant Policy Revision – Enclosure 1

Motion: To approve VFIRS funding for tablets in addition to laptops and desktops but no longer approve purchase of printers.

Topic Discussion: VFIRS grant update includes funding for tablets with the exception of internet service and printers. The policy will become effective in July 2014.

Vote: Unanimous

Motion Action: Motion Carries

REPORT FROM THE BURN BUILDING SUBCOMMITTEE

New Construction Grant Applications

Topic: New Construction Application by Montgomery County

Motion: Motion to deny the application until a complete application is submitted by the County, including a draft of a lease agreement for the land use.

Topic Discussion: The County was not present to offer discussion. The application is incomplete due to missing information. With the County not present, questions regarding the location of the building could not be addressed.

Bob Miner noted that the proposed burn building is within 20 miles of another burn building which is less than the prescribed radius.

The Director of Finance also noted that the County does not own the land on which the burn building would be located; therefore, a minimum 20-year lease governing land use is required for serious consideration of the application.

The County has been notified to provide the missing information to complete its application and to provide a land use agreement for the location. The County may re-apply in the future when it has all required documentation to support consideration.

[Enclosure 8]

Vote: Unanimous

Motion Action: No action.

Renovation Grant Applications

Topic: Gloucester County Burn Building Renovation Grant Application

Motion: Motion to approve application for renovation costs up to \$20,072 which excludes \$5,000 in A/E costs (as A/E services are not necessary to upgrade the present roof system) with all work to be completed by June 30, 2014.

Topic Discussion: Application to renovate burn building to meet The Structures Group 5-year study report. The proposed work to be performed in the renovations does not require architectural/engineering (A/E) fees; therefore, the request for \$5,000 in A/E fees will not be considered.

[Enclosure 9]

Vote: unanimous

Motion Action: Motion Carries

Topic: Orange County Renovation Grant Request

Motion: Motion to approve the application for renovation costs up to \$44,026 which is prorated for square footage exceeding prototype specifications.

Topic Discussion: Application to renovate burn building to meet The Structures Group 5-year study report.

[Enclosure 10]

Vote: unanimous

Motion Action: Motion Carries

Topic: Danville Renovation Grant Request

Motion: Motion to approve the application for renovation costs up to \$35,761 which is prorated for square footage exceeding prototype specifications.

Topic Discussion: Application to renovate burn building to meet The Structures Group 5-year study report.

[Enclosure 11]

Vote: unanimous

Motion Action: Motion Carries

Topic: City of Alexandria Renovation Request

Motion: Motion to approve the application for renovation costs up to \$130,075 which is prorated for square footage exceeding prototype specifications. The award is conditional upon the City removing all combustible materials from the existing burn building.

Topic Discussion: From the Burn Building Subcommittee meeting in January 9, 2014 - Mike Matthews noted that \$40,000 in lighting costs is not part of the prototype specifications. Due to its location in a highly populated area, the City noted that burns must be performed at night as a Class A burn building, requiring proper lighting; the lighting costs is an upgrade rather than a renovation. Use of the building at night is limited due to the congestion of the area and objection to the impact on air quality as a result of the smoke from of Class A fuel burns.

At that meeting, Bob Miner noted that due to the limited use of the building as a Class A facility and the age of the building, the City may want to consider constructing a new Class B building that could be used at any time. The subcommittee was informed that Alexandria City Council has considered a Class B building, but deemed Class B to be a long-range solution. The City is not currently in support of a Class B burn building.

[Enclosure 12]

Vote: Unanimous

Motion Action: Motion Carries

Topic: Augusta County Renovation Grant Request

Motion: Motion to approve the application for renovation costs up to \$69,812 which is prorated for square footage exceeding prototype specifications.

Topic Discussion: Application to renovate burn building to meet The Structures Group 5-year study report. The County hired an engineer to develop a remedial repair plan that deviated from the recommendations in The Structures Group (TSG) 5-year study report. Bob Miner noted that the VFSB defers to TSG 5-year study report, and the County would be expected to meet the recommendations in the 5-year report prepared by TSG.

[Enclosure 13]

Vote: Unanimous

Motion Action: Motion Carries

Topic: Northumberland County Renovation Grant Request

Motion: Motion to approve \$50,148 which is prorated for square footage exceeding prototype specifications.

Topic Discussion: The amount approved is 54% of the locality's original request.

[Enclosure 14]

Vote: Unanimous

Motion Action: Motion Carries

NEW BUSINESS

Topic: Town of Pulaski Renovation Grant Request

Motion: Motion to approve \$29,499 to the Town of Pulaski for the renovation of their burn building which includes \$6,000 for the temperature monitoring system (TMS) contingent on providing documentation for the cost of the TMS computer.

Topic Discussion: The County sent a revised grant application for the amount of \$29,499. The total cost for the renovation is \$23,499. Chief Webb spoke on behalf of the county. He indicated the grant application includes an additional \$6,000 difference

for the temperature monitoring system. The board has not received documentation for the temperature monitoring system. Therefore, the motion awards up to \$29,499 with \$6,000 for the TMS computing system being contingent on documentation being submitted by the Town of Pulaski.

[Enclosure 14]

Vote: Unanimous

Motion Action: Motion Carries

COMMENTS FROM THE CHAIRMAN

Mr. Burch thanked everyone for their attendance.

FULL BOARD BUSINESS

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: Training and Education Committee

Motion: N/A

Discussion: Chief Burch spoke on appointing a subcommittee on the VFSB's current Training and Education Committee. There was a concern on having subject matter experts on the committee. Mr. Shelton brought up a concern on budget. He indicated that unless the participants are state employees, there will be an obstacle for reimbursements.

Robby Dawson indicated that the Codes Subcommittee's members are not reimbursed but continues to have large participation.

Chief Burch brought up a concern which seeks to expand appointment procedure based on the chairman selecting outside representatives that are not members of VFSB. There will be definition on voting members. Burch wants a training and education committee meeting which will set the process of establishing aforementioned structure. The process will be shared during the full board meeting in June. Subcommittee members will also be selected then.

Vote: N/A

Action: N/A

Topic: Nominating Committee

Motion: N/A

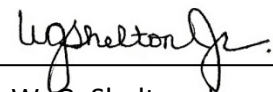
Discussion: Chairman Burch appointed Edwin Smith, Bob Miner and Bill Kyger on the committee that will nominate the chair and vice-chair of the Virginia Fire Services Board for the June 2014 meeting.

ADJOURNMENT

The Board adjourned at 2:45pm

Clerk of the Committee
Mohamed G. Abbamin

REVIEWED BY:



W. G. Shelton, Jr.
Executive Director

February 21, 2014

Date

Enclosures:

1. **Enclosure 1** – VFIRS Hardware Technology Grant Program
2. **Enclosure 2** - Statement of Cash – Interest Account as of June 30, 2013
3. **Enclosure 3** - Burn Buildings Cash Obligations and Availability as of June 30, 2013
4. **Enclosure 4** - FY2014 Burn Buildings Spending Plan
5. **Enclosure 5** - FY13 VFIRS Hardware Grant Application Review
6. **Enclosure 6** - FY14 ATL Report
7. **Enclosure 7** - Burn Building Summary Report
8. **Enclosure 8** - New Construction Application by Montgomery County
9. **Enclosure 9** - Gloucester County Burn Building Renovation Grant Application
10. **Enclosure 10** - Orange County Renovation Grant Request
11. **Enclosure 11**- Danville Renovation Grant Request
12. **Enclosure 12** - City of Alexandria Renovation Request
13. **Enclosure 13** - Augusta County Renovation Grant Request
14. **Enclosure 14** - Northumberland County Renovation Grant Request
15. **Enclosure 15** - Town of Pulaski Renovation Grant Request